



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON VICENZA  
UNIT 31401, BOX 41  
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IMEU-VIC-EEO

29 SEP 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 08-32, Alternative Dispute Resolution (ADR) Program

1. References:

- a. 29 CFR 1614.102(b)(2); Federal Sector Equal Opportunity, 9 November 1999.
- b. EEOC Management Directive 110, 9 November 1999.
- c. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.
- d. Equal Employment Opportunity Commission (EEOC) Management Directive 715, Affirmative Employment and Affirmative Action programs, 1 October 2003.
- e. IMCOM Alternative Dispute Resolution Program Policy, 13 May 2004.

2. PURPOSE. The U.S. Army Garrison Vicenza is firmly committed to using alternative methods for resolving disputes in all of its operations, where appropriate and feasible. Used properly in appropriate circumstances, Alternative Dispute Resolution (ADR) can provide faster, less expensive and more productive results in eliminating workplace discrimination as well as general workplace disputes.

3. APPLICABILITY. The ADR Program is applicable to all organizations and units assigned to the U.S. Southern European Task Force (SETAF), U.S. Army Garrison Vicenza and tenant units employing appropriated and non appropriated U.S. Civilians and Military personnel. This policy memorandum supersedes U.S. Army Garrison Vicenza Policy Memorandum 07-08, ADR Program dated 4 September 2007.

4. BACKGROUND. The preferred method of ADR throughout Army is facilitated mediation with a qualified mediator. Mediation is a voluntary and confidential process where a neutral third party (mediator) helps employees come together to talk and decide how to end their dispute. Mediators must be certified and skilled in conflict resolution and have no official, financial or personal interest in the issue at controversy or in the outcome of the dispute. To preserve the

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integrity of the ADR program, employees will not serve as mediators within their organization. All external ADR support will be coordinated through the IMCOM-E Regional EEO office. Funding of all ADR related costs will be the responsibility of the organization where the complaint/dispute originated.

#### 5. RESPONSIBILITIES.

a. Responsibility and authority for the Garrison's ADR program rests primarily with the EEO Officer. Since all EEO complaints may not be appropriate for ADR, representatives from EEO, CPAC, legal, supervisors/managers, where applicable, will review the allegations of discrimination and make a determination as to whether the claim is one that could be resolved through the ADR process. Once ADR is offered and the aggrieved elects, in writing, to participate, it is considered that both parties have knowingly and voluntarily entered into the ADR process. The processing of ADR in discrimination complaints will be conducted within EEOC and Army regulations, including ensuring the participation of a management official with settlement authority. ADR information will be incorporated into new employee orientation and prevention of sexual harassment and EEO training.

b. Supervisors, managers and employees have the responsibility to resolve general workplace disputes to enhance productivity and promote harmonious work relationships. U.S. Civilians and Military personnel may request conflict resolution services from the EEO office to resolve non-EEO/EO work related issues between co-workers when these issues adversely affect an organization's mission accomplishment or morale.

6. The POC for the Alternative Dispute Resolution Program is the EEO Officer at 634-7084.

  
ERIK O. DAIGA  
COL, MI  
Commanding

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